

NOTICE OF MEETING

Washington County Fair Board
Regular Meeting: February 5, 2003, at 4:30 p.m.
Executive Session: Wednesday, February 5, 2003, at 6:30 p.m.*
Fair Complex Floral Building
Hillsboro, Oregon

Kathy Christy, President
A. Richard Vial, Vice President Jane Willhoite, Member
Sheila Day, Member Ken Leahy, Member

169 Days to the 2003 Washington County Fair & Rodeo

- A. ***Call the Regular Meeting to Order:*** All matters noticed and listed on this agenda, in any category, may be considered for action in any order at the discretion of the Board President. Items not so noticed may be discussed at the discretion of the Board President, but cannot be considered for action.
- B. ***Public Welcome – Audience Time:*** This time is provided for members of the audience to comment on any item(s) not on the regular agenda. At the discretion of the Board President, each individual's comments may be limited to two minutes. Audience members, when recognized by the Board President, may also comment at the time agenda topics are being discussed by the Board. It is requested that those addressing the Board state their full name, address and organization represented.
- C. ***Consent Agenda:*** All Consent Agenda items shall be approved without discussion and with one motion except those items removed from the Consent Agenda by a Board member or a member of the public attending the meeting so requesting. If a matter is removed, it shall then be considered, discussed and voted on individually, after the Consent Agenda has been approved.
 - 1. Financial Statements
 - A. Budget Overview – December 2002
 - B. Line Item Report – December 2002
 - C. Balance Sheet – December 2002
 - D. Other, if any
 - 2. Minutes
 - A. Fair Board Minutes – January 2003
 - B. Rodeo Committee Minutes – January 2003
 - C. Fair Booster Meeting Minutes – No Meeting Held
 - A. Facility Use Schedule – February 2003
 - B. Other, if any

* Time is approximate. Executive Session begins after the regular session concludes.

D. Special Reports

1. Rodeo Committee Report – Cody Feinauer, Rodeo Committee Chair
2. 4-H Report – John Baggott, 4-H Extension Service
3. Fair Boosters Report – Bill Duerden, Booster President
4. Operations Report
5. Other, if any

E. Old Business

1. Redevelopment Update, if any
2. Fair Complex 2003-04 Budget
3. Old County Jail (Tabled)
4. Draft Policy – Non-Paid Usage of Fair Complex Facilities (Tabled)
5. Draft Policy – Volunteers (Tabled)
6. Draft Policy – Board Retreat (Tabled)
7. Write-off of Uncashed Checks
8. Other, if any

F. New Business

1. Board Policy – Establishment and Operation of a Rodeo Committee
2. Board Development
3. Board Skills Assessment
4. Post-Fair Event (Fright Night Light Show)
5. Other, if any

G. Announcements

1. Calendar of Events
2. Other, if any

H. Correspondence

1. Letters and Cards, if any
2. Other, if any

I. Board Communications

J. Other Matters of Information

1. Newspaper Articles, if any
2. Website Activity
3. Other, if any

K. Executive Session – Real Estate Matters: Executive Session pursuant to ORS 192.610-192-690 to discuss real estate matters.

L. Adjourn

****Executive Session pursuant to ORS 192.610-192.690 to discuss Personnel issues immediately following the regular Fair Board meeting if deemed necessary.**

CONSENT ITEMS

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview December 2002

	A	C	D	E	F	G	H
1		December	December	Year to Date	Year to Date	Budget	Percent
2	INCOME	2002	2001	July-Dec 2002	July-Dec 2001	FYE Jun 30/02	of Budge
3	STATE FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 43,056	0%
4	DEDICATED FUNDS - Hotel Tax	\$1,566	\$3,965	\$302,879	\$296,735	\$600,000	50%
5	INTERIM INCOME						
6	010B - Main Exhibit Hall	\$ 13,458	\$ 8,253	\$ 46,417	\$ 40,759	\$ 86,894	53%
7	010C - Cloverleaf Building	2,349	1,675	9,057	12,173	25,000	36%
8	010D - Arts & Crafts Building	25	188	4,569	4,687	5,000	91%
9	010E - Friendship Square	-	-	844	1,242	2,000	42%
10	010F - Floral Building	641	-	964	2,585	2,000	48%
11	010G - Grounds/General	661	350	11,572	9,489	10,000	116%
12	010H - Main Arena	-	-	450	4,487	3,000	15%
13	010J - RV/Boat Storage/Barns	75	75	2,855	3,453	10,000	29%
14	010K Interim Use Concessions	-	-	594	1,183	2,000	30%
15	010 - Rent & Storage Other	-	4,018	-	4,574	10,000	0%
16	Total Rent & Storage	\$ 17,209	\$ 14,559	\$ 77,322	\$ 84,632	\$ 155,894	50%
17	014 - Interest Income	\$13	\$165	\$2,487	\$10,225	\$8,000	31%
18	015 - Shows/Entertainment	-	-	-	-	100,000	0%
19	016 - Parking Fees	-	-	32,358	13,876	17,000	190%
20	017 - Miscellaneous Income	(26)	577	1,964	4,281	12,000	16%
21	020 - ATM Fees	-	-	351	117	300	117%
22	Total Miscellaneous Income	\$ (13)	\$ 742	\$ 37,160	\$ 28,499	\$ 137,300	27%
23	018A - RV Parking/Short Term	\$1,900	\$530	\$13,633	\$10,255	\$17,000	80%
24	018B - RV Parking/Long Term	450	-	1,079	830	3,000	36%
25	Total RV Parking	\$ 2,350	\$ 530	\$ 14,712	\$ 11,085	\$ 20,000	74%
26	TOTAL INTERIM INCOME	\$ 21,112	\$ 19,796	\$ 432,073	\$ 420,951	\$ 956,250	45%
27	FAIR INCOME						
28	030 - Youth Admissions	\$ -	\$ -	\$ 37,886	\$ 35,779	\$ 35,500	107%
29	031 - Other Admission	-	-	213,820	199,966	200,000	107%
30	032 - Concessions/Booths	-	-	120,695	62,341	109,000	111%
31	033 - Sponsorships	-	-	57,625	48,925	50,000	115%
32	034 - Advertising Sold	-	-	1,800	2,300	15,000	12%
33	036 - Carnival Income	-	-	50,946	49,672	50,000	102%
34	037 - Entry Fees	-	-	2,468	2,941	5,500	45%
35	038 - Parking Fees	-	-	40,491	39,804	55,500	73%
36	039 - Rodeo Sponsorships	-	-	29,090	34,490	44,800	65%
37	041 - Miscellaneous	-	5,000	30,734	10,712	10,700	287%
38	042 - Rodeo Admissions	-	-	4,870	4,964	5,000	97%
39	043 - Main Stage	-	-	-	21,197	-	0%
40	045 - Amphitheater Concessions	-	-	697	1,039	1,000	70%
41	046 - Rodeo Miscellaneous	-	-	1,740	1,467	3,000	58%
42	048 - ATM Fees	-	-	2,267	2,687	2,500	91%
43	050 - Rodeo Queen Activities	-	-	-	-	3,000	0%
44	TOTAL FAIR INCOME	\$ -	\$ 5,000	\$ 595,129	\$ 518,284	\$ 590,500	101%
45	TOTAL INTERIM & FAIR INCOME	\$ 21,112	\$ 24,796	\$ 1,027,202	\$ 939,235	\$ 1,546,750	66%
46	PERSONNEL						
47	101 - Salaries	\$ 46,895	\$ 36,682	\$ 198,908	\$ 195,222	\$ 433,066	46%
48	102 - O.P.E.	17,740	12,749	70,471	58,872	158,808	44%
49	TOTAL PERSONNEL	\$ 64,635	\$ 49,431	\$ 269,379	\$ 254,094	\$ 591,874	46%

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WASHINGTON COUNTY FAIR COMPLEX

Budget Overview December 2002

	A	C	D	E	F	G	H
50		December	December	Year to Date	Year to Date	Budget	Percent
51	Expenses-Cont.	2002	2001	July-Dec 2002	July-Dec 2001	FYE Jun 30/02	of Budge
52	INTERIM OPERATIONS						
53	107 · Office Expense	\$474	\$1,858	\$5,324	\$2,891	\$4,300	124%
54	108 · Telephone	423	2,969	6,402	6,378	14,100	45%
55	109 · Printing	-	355	248	719	1,450	17%
56	110 · Postage	201	122	1,344	1,265	2,750	49%
57	111A · Equipment Rental	-	402	1,568	1,339	6,200	25%
58	112 · Utilities	5,426	9,560	36,902	28,357	70,300	52%
59	113B · Main Exhibit Hall R & M	285	(952)	285	491	1,000	29%
60	113C · Cloverleaf R & M	-	-	-	402	2,500	0%
61	113D · Arts & Crafts R & M	-	-	-	77	300	0%
62	113E · Friendship Square R & M	-	-	-	-	100	0%
63	113F · Floral Building R & M	-	-	-	253	2,000	0%
64	113G · Grounds/General R & M	3,095	(276)	11,453	5,126	15,000	76%
65	113H · Main Arena R & M	-	-	-	2,301	100	0%
66	113J · Barns R & M	-	-	-	1,438	2,000	0%
67	113L · Equipment R & M	1,858	(788)	5,413	3,790	20,000	27%
68	114 · General Supplies	499	1,054	3,793	6,530	18,050	21%
69	118 · Travel & Training	630	3,829	2,534	3,829	5,500	46%
70	119 · Legal Fees	28	419	165	419	3,600	5%
71	121 · Professional Svcs.	(421)	4,641	3,854	11,396	12,000	32%
72	122 · Insurance & Bond	-	-	19,459	17,390	18,500	105%
73	123 · Private Mileage	-	-	381	40	500	76%
74	124 · Car Allowance	-	-	1,065	-	4,260	25%
75	131 · Advertising & P.R.	(197)	3,042	3,158	7,348	9,500	33%
76	132 · Board Expense	(80)	3,369	1	3,468	3,500	0%
77	133 · Dues, Licenses, Fees	361	961	2,135	1,356	2,250	95%
78	149 · Misc. Materials & Svcs.	-	(1,519)	531	506	4,250	12%
79	151 · County Indirect Cost	-	-	792	-	25,811	3%
80	154A · RV Park Repair & Maint.	240	640	240	1,788	1,000	24%
81	154B · RV Park Hotel/Motel Tax	-	-	558	283	800	70%
82	155 · ATM Expenses	-	113	166	1,458	300	55%
83	TOTAL INTERIM OPERATIONS	\$ 12,822	\$ 29,799	\$ 107,771	\$ 110,638	\$ 251,921	43%
84	FAIR OPERATIONS						
85	175 · Printing	\$ -	\$ -	\$ 7,035	\$ 3,629	\$ 8,000	88%
86	176 · Utilities	31	(1,107)	11,647	14,807	15,000	78%
87	178 · Parking	-	850	5,185	12,654	2,000	259%
88	179 · Professional Svcs.	-	(850)	29,154	45,352	24,000	121%
89	180 · Advertising	-	-	76,299	77,842	75,000	102%
90	181 · Refunds	-	-	-	1,189	-	0%
91	182 · Miscellaneous	-	-	15,976	7,353	10,000	160%
92	183 · Decorations	-	-	4,083	3,735	4,000	102%
93	184 · Equipment Rental	-	-	9,623	14,293	10,000	96%
94	186 · Restroom Service	-	-	11,915	17,410	17,000	70%
95	187 · Repair & Maintenance	-	(261)	7,115	13,312	7,250	98%
96	188 · Materials & Supplies	1,922	-	15,349	21,991	20,000	77%
97	189 · ATM Expenses	-	105	-	105	250	0%
98	TOTAL FAIR OPERATIONS	\$1,953	\$ (1,263)	\$193,381	\$233,672	\$192,500	100%

WASHINGTON COUNTY FAIR COMPLEX

Budget Overview December 2002

	A	C	D	E	F	G	H
99	Expenses-Cont.	December	December	Year to Date	Year to Date	Budget	Percent
100		2002	2001	July-Dec 2002	July-Dec 2001	FYE Jun 30/02	of Budge
101	EXHIBITS/COMPETITIONS						
102	211 · Awards FFA	\$ -	\$ -	\$ 2,575	\$ 2,672	\$ 2,750	94%
103	212 · Personnel FFA	-	-	632	968	1,000	63%
104	213 · Other FFA	-	-	1,361	1,081	1,200	113%
105	221 · Awards 4-H	33	-	5,980	7,490	7,750	77%
106	222 · Personnel 4-H	-	-	5,912	5,854	6,000	99%
107	223 · Other 4-H	-	-	9,945	7,705	8,000	124%
108	231 · Awards Open Class	-	160	25,778	32,926	34,000	76%
109	232 · Personnel Open	-	-	2,052	4,267	4,500	46%
110	233 · Other Open Class	-	-	3,627	5,315	5,750	63%
111	TOTAL EXHIBITS/COMPETITION	\$ 33	\$ 160	\$ 57,862	\$ 68,078	\$ 70,950	82%
112	RODEO						
113	311 · Prize Money	\$ -	\$ -	\$ 45,000	\$ 46,000	\$ 46,000	98%
114	312 · Personnel	-	-	18,871	21,634	21,300	89%
115	313 · Stock Contract	-	-	28,012	25,430	30,080	93%
116	314 · Special Awards	-	-	816	402	1,200	68%
117	315 · Exceptional Kid's Rodeo	-	240	712	897	2,000	36%
118	316 · Promotions	-	-	5,323	6,040	5,700	93%
119	317 · Materials & Supplies	-	628	2,957	3,354	3,500	84%
120	318 · Board Expense	637	827	3,525	1,399	3,000	118%
121	319 · Other (Fees & Dues)	-	131	2,522	2,987	2,825	89%
122	320 · Queen	104	(131)	1,302	1,164	4,000	33%
123	321 · Rental Equipment	-	54	7,810	6,397	6,500	120%
124	322 · Money Raising Projects	-	-	1,691	2,013	2,000	85%
125	333 · Sponsorship Fees	-	-	1,125	-	2,000	56%
126	TOTAL RODEO	\$741	\$1,749	\$119,666	\$117,717	\$130,105	92%
127	SHOWS & ENTERTAINMENT						
128	324 · Main Stage	\$ -	\$ -	\$ 80,210	\$ 75,100	\$ 50,000	160%
129	325 · Grounds Entertainment	-	-	57,224	61,097	75,000	76%
130	326 · Associated Costs-Main	-	-	23,712	41,417	32,000	74%
131	327 · Associated Costs-Grounds	-	-	16,282	9,734	13,500	121%
132	328 · Touch & See	-	-	3,000	1,947	2,000	150%
133	329 · Special Exhibit	-	-	17,223	-	25,000	69%
134	TOTAL SHOWS & ENTERTAINME	\$ -	\$ -	\$ 197,651	\$ 189,295	\$ 197,500	100%
135	TOTAL FAIR	\$2,727	\$646	\$568,560	\$608,762	\$591,055	96%
136	INTERIM ENTERTAINMENT					\$100,000	0%
137	CAPITAL OUTLAY						
138	510 · Purchase/Lease	\$ -	\$ 13,781	\$ 37,505	\$ 54,688	\$ 42,709	88%
139	511 · Land Improvements	-	-	-	1,177	-	0%
140	512 · Bldg. & Structure	-	-	-	-	10,000	0%
141	513 · Equipment	645	-	1,871	345	10,000	19%
142	514 · Development Reserve	-	-	10,000	25,000	-	0%
143	TOTAL CAPITAL OUTLAY	\$ 645	\$ 13,781	\$ 49,376	\$ 81,210	\$ 62,709	79%
144	TOTAL EXPENSES	\$ 80,829	\$ 93,657	\$ 995,086	\$ 1,054,704	\$ 1,597,559	62%
145	NET INCOME	\$ (59,717)	\$ (68,861)	\$32,116	\$ (115,469)	\$ (50,809)	0%

Washington County Fair Complex Line Item Report December 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
Income					
C · DEDICATED FUNDS					
009 · Hotel/Motel Tax					
12/24/2002		Washington County Finance ...	Refund of penalties for delinquent ...	372.03	372.03
12/26/2002		Washington County Finance ...	Refund of penalties for delinquent ...	825.01	825.01
12/30/2002		Washington County Finance ...	Refund of penalties for delinquent ...	369.21	369.21
Total 009 · Hotel/Motel Tax					1,566.25
Total C · DEDICATED FUNDS					1,566.25
D · INTERIM INCOME					
010 · Rent & Storage					
010B · Main Exhibit Hall					
12/03/2002	2001-278	Rose City Exotic Bird Club	Main Exhibit Hall	1,500.00	1,311.97
12/03/2002	2001-278	Rose City Exotic Bird Club	Tables	604.00	528.28
12/03/2002	2001-278	Rose City Exotic Bird Club	Metal Chairs	178.50	156.13
12/03/2002	2001-278	Rose City Exotic Bird Club	Stage section	100.00	87.47
12/03/2002	2001-278	Rose City Exotic Bird Club	PA System	25.00	21.87
12/03/2002	2001-278	Rose City Exotic Bird Club	Phone connections	85.00	74.35
12/03/2002	2001-278	Rose City Exotic Bird Club	Room dividers	24.00	20.99
12/03/2002	2001-278	Rose City Exotic Bird Club	Fair Complex dumpster at direct c...	129.60	113.35
12/03/2002	2001-278	Rose City Exotic Bird Club	Labor: Hangning shade cloth, pickl...	275.00	240.53
12/03/2002		Everything's Jake	Applied deposit on Main Exhibit H...	200.00	200.00
12/03/2002		Unique Animal Expo	Applied Deposit on Main Exhibit H...	375.00	375.00
12/03/2002		Pacific NW Fenton Association	Applied Deposit on Main Exhibit H...	450.00	450.00
12/03/2002	2001-283	Everything's Jake	Base Lease of Main Exhibit Hall o...	750.00	86.09
12/03/2002	2001-283	Everything's Jake	Tables	640.00	73.47
12/03/2002	2001-283	Everything's Jake	Metal Chairs	112.50	12.91
12/03/2002	2001-283	Everything's Jake	PA System	25.00	2.87
12/03/2002	2001-283	Everything's Jake	Fair Complex dumpster at direct c...	64.80	7.44
12/03/2002	2001-283	Everything's Jake	Labor	150.00	17.22
12/03/2002	2001-283	Everything's Jake	Less applied deposit from 2/12/02 ...	(200.00)	(7.44)
12/03/2002	2001-283	Everything's Jake	Less applied deposit from 2/12/02 ...	(200.00)	(2.87)
12/03/2002	2001-283	Everything's Jake	Less applied deposit from 2/12/02 ...	(200.00)	(12.91)
12/03/2002	2001-283	Everything's Jake	Less applied deposit from 2/12/02 ...	(200.00)	(86.09)
12/03/2002	2001-283	Everything's Jake	Less applied deposit from 2/12/02 ...	(200.00)	(17.22)
12/03/2002	2001-283	Everything's Jake	Less applied deposit from 2/12/02 ...	(200.00)	(73.47)
12/12/2002	2001-276	Collector's West	Main Exhibit Hall 10/13/02	500.00	500.00
12/12/2002	2001-276	Collector's West	Tables	144.00	144.00
12/12/2002	2001-276	Collector's West	Room dividers	33.00	33.00
12/12/2002	2001-276	Collector's West	Fair Complex dumpster at direct c...	21.60	21.60
12/12/2002	2001-276	Collector's West	Labor	100.00	100.00
12/12/2002	2001-281	Every Husband's Nightmare ...	Base Lease of Main Exhibit Hall o...	5,250.00	5,250.00
12/12/2002	2001-281	Every Husband's Nightmare ...	Tables	340.00	340.00
12/12/2002	2001-281	Every Husband's Nightmare ...	Phone connections	170.00	170.00
12/12/2002		Jan Herinckx	10.5 hours in Main Exhibit Hall for ...	262.50	262.50
12/13/2002	2001-283	Everything's Jake	Base Lease of Main Exhibit Hall o...	750.00	663.91
12/13/2002	2001-283	Everything's Jake	Tables	640.00	566.53
12/13/2002	2001-283	Everything's Jake	Metal Chairs	112.50	99.59
12/13/2002	2001-283	Everything's Jake	PA System	25.00	22.13
12/13/2002	2001-283	Everything's Jake	Fair Complex dumpster at direct c...	64.80	57.38
12/13/2002	2001-283	Everything's Jake	Labor	150.00	132.78
12/16/2002		Canine Action Pack	Main Exhibit Hall South on 1/3/03	500.00	500.00
12/16/2002		Tualatin Valley Gem & Miner...	Applied deposit on Main Exhibit H...	225.00	225.00
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Main Exhibit Hall North on 12/7/ to...	1,000.00	102.53
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Tables	400.00	41.01
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Fair Complex dumpster at direct c...	43.20	4.43
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Labor	162.50	16.66
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Less payment made on Base Leas...	(200.00)	(4.43)
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Less payment made on Base Leas...	(200.00)	(16.66)
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Less payment made on Base Leas...	(200.00)	(35.37)
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Less payment made on Base Leas...	(200.00)	(102.53)
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Less payment made on Base Leas...	(200.00)	(41.01)
12/27/2002		Gem Faire	Applied deposit on Main Exhibit H...	625.00	625.00
12/27/2002		Hillsboro Chamber of Comm...	Applied deposit on Main Exhibit H...	200.00	200.00
Total 010B · Main Exhibit Hall					13,457.97

Washington County Fair Complex Line Item Report December 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
010C · Cloverleaf Building					
12/03/2002		CG Construction Service	Cloverleaf Building	225.00	225.00
12/03/2002		CG Construction Service	Cloverleaf Building Inventory	151.00	151.00
12/08/2002	30571	Columbia River Pembroke W...	Overpayment	(47.90)	(47.90)
12/12/2002	2001-279	Oregon Orchid Society	Cloverleaf Building	450.00	390.47
12/12/2002	2001-279	Oregon Orchid Society	Tables	228.00	197.85
12/12/2002	2001-279	Oregon Orchid Society	Dividers/Panels	8.00	6.94
12/12/2002	2001-279	Oregon Orchid Society	Labor Hours	87.50	75.93
12/12/2002		Glencoe Football Bingo	Rental of CCB for Tuesday Bingo ...	1,200.00	1,200.00
12/12/2002		Oregon Ki Society	3, 2 hours sessions in Cloverleaf B...	150.00	150.00
12/13/2002	30595	CG Construction Service	Refundable Deposit	(200.00)	(200.00)
12/24/2002		Oregon Ki Society	4 classes in the Cloverleaf Building	200.00	200.00
Total 010C · Cloverleaf Building					2,349.29
010D · Arts & Crafts Building					
12/03/2002	2001-285	Markus & Markus Auctioneers	2nd set-up day Arts & Crafts Buildi...	87.50	47.20
12/03/2002	2001-285	Markus & Markus Auctioneers	3rd set-up day Arts & Crafts Buildi...	87.50	47.20
12/03/2002	2001-285	Markus & Markus Auctioneers	Base Lease of Arts & Crafts Buildi...	175.00	94.41
12/03/2002	2001-285	Markus & Markus Auctioneers	Tables	40.00	21.58
12/03/2002	2001-285	Markus & Markus Auctioneers	Fair Complex Dumpster at direct c...	21.60	11.65
12/03/2002	2001-285	Markus & Markus Auctioneers	Labor Hours	75.00	40.46
12/03/2002	2001-285	Markus & Markus Auctioneers	Less payment made on Base Le...	(262.50)	(47.20)
12/03/2002	2001-285	Markus & Markus Auctioneers	Less payment made on Base Le...	(262.50)	(47.20)
12/03/2002	2001-285	Markus & Markus Auctioneers	Less payment made on Base Le...	(262.50)	(21.58)
12/03/2002	2001-285	Markus & Markus Auctioneers	Less payment made on Base Le...	(262.50)	(11.65)
12/03/2002	2001-285	Markus & Markus Auctioneers	Less payment made on Base Le...	(262.50)	(40.46)
12/03/2002	2001-285	Markus & Markus Auctioneers	Less payment made on Base Le...	(262.50)	(94.41)
12/13/2002	30596	Leo Aguilar	One hour labor	25.00	25.00
Total 010D · Arts & Crafts Building					25.00
010F · Floral Building					
12/12/2002	2001-279	Oregon Orchid Society	Floral Building	400.00	347.10
12/12/2002	2001-279	Oregon Orchid Society	Tables	168.00	145.78
12/12/2002	2001-279	Oregon Orchid Society	Dividers	40.00	34.71
12/12/2002	2001-279	Oregon Orchid Society	Labor Hours	87.50	75.93
12/12/2002	2001-279	Oregon Orchid Society	Fair Complex Dumpster at direct c...	43.20	37.49
Total 010F · Floral Building					641.01
010G · Grounds/General					
12/03/2002	2001-278	Rose City Exotic Bird Club	Power drops	270.00	236.16
12/20/2002		Specialty Vehicle Institute	Rental of Quadrant Property	50.00	50.00
12/27/2002		Forever Fords	Applied deposit on complex for Ju...	375.00	375.00
Total 010G · Grounds/General					661.16
010J · RV/Boat Storage/Barns					
12/19/2002		Howard Wolf	Boat/RV Storage Fee	75.00	75.00
Total 010J · RV/Boat Storage/Barns					75.00
Total 010 · Rent & Storage					17,209.43
014 · Interest Income					
12/31/2002		West Coast	West Coast Bank Money Market I...	12.54	12.54
Total 014 · Interest Income					12.54
017 · Miscellaneous Income					
12/24/2002	30610	Visa	VOID:	0.00	0.00
12/24/2002	30614	Washington County Historica...	Donations collected during 2002 fair	(35.45)	(35.45)
12/27/2002		AT&T	Pay phone commission	9.15	9.15
Total 017 · Miscellaneous Income					(26.30)

Washington County Fair Complex

Line Item Report

December 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
018 - RV Parking					
018A - RV Parking/Short Term					
12/03/2002			Short Term RV Parking	30.00	30.00
12/03/2002			Short Term RV Parking	45.00	45.00
12/03/2002			Short Term RV Parking	15.00	15.00
12/03/2002			Short Term RV Parking	30.00	30.00
12/12/2002			Short Term RV Parking	60.00	60.00
12/12/2002			Short Term RV Parking - Drylot	20.00	20.00
12/12/2002			Short Term RV Parking	15.00	15.00
12/12/2002		oregon Unit of the Wally Bya...	Short Term RV Parking for June 2...	840.00	840.00
12/17/2002			Short Term RV Parking	15.00	15.00
12/18/2002			Short Term RV Parking	15.00	15.00
12/18/2002			Short Term RV Parking	105.00	105.00
12/19/2002			Short Term RV Parking	30.00	30.00
12/20/2002			Short Term RV Parking	15.00	15.00
12/20/2002			Short Term RV Parking	60.00	60.00
12/20/2002		D. & G Antiques	Short Term RV Parking	120.00	120.00
12/20/2002	2001-286	Forest Hills Black Powder Bri...	Short Term RV Parking	345.00	35.37
12/21/2002			Short Term RV Parking	15.00	15.00
12/21/2002			Short Term RV Parking	105.00	105.00
12/23/2002			Short Term RV Parking	15.00	15.00
12/23/2002			Short Term RV Parking	60.00	60.00
12/23/2002			Short Term RV Parking	60.00	60.00
12/26/2002			Short Term RV Parking	15.00	15.00
12/26/2002			Short Term RV Parking	45.00	45.00
12/27/2002			Short Term RV Parking	30.00	30.00
12/27/2002			Short Term RV Parking	30.00	30.00
12/30/2002			Short Term RV Parking	75.00	75.00
Total 018A - RV Parking/Short Term					1,900.37
018B - RV Parking/Long Term					
12/03/2002			Long Term RV Parking - Novembe...	450.00	450.00
Total 018B - RV Parking/Long Term					450.00
Total 018 - RV Parking					2,350.37
Total D - INTERIM INCOME					19,546.04
Total Income					21,112.29
Gross Profit					21,112.29
Expense					
AE - PERSONNEL					
101 - Salaries					
12/12/2002	30594	Washington County Finance ...	Pay Period 221, 223 & 224	46,895.07	46,895.07
Total 101 - Salaries					46,895.07
102 - O.P.E.					
12/12/2002		SAIF Corp.	Premium Installment	973.00	973.00
12/12/2002	30594	Washington County Finance ...	Pay Period 221, 223 & 224	16,766.67	16,766.67
Total 102 - O.P.E.					17,739.67
Total AE - PERSONNEL					64,634.74
BE - INTERIM OPERATIONS					
107 - Office Expense					
12/02/2002		Hilton Hotels	IAFE	14.00	14.00
12/06/2002		Boise Cascade	Misc. office supplies	96.94	96.94
12/06/2002		Boise Cascade	Misc. office supplies	44.93	44.93
12/13/2002		Office Depot Credit Plan	Folders, letter	249.97	249.97
12/13/2002		Pacific Office Automation	Staple Cartridges	65.00	65.00
12/23/2002	30605	The Oregonian	Subscription	2.82	2.82
Total 107 - Office Expense					473.66

Washington County Fair Complex

Line Item Report

December 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
108 - Telephone					
12/02/2002		Hilton Hotels	IAFE	22.43	22.43
12/11/2002		VisionsQuest Communications	Check # 30461 for \$125.00 was n...	(125.00)	(125.00)
12/12/2002		T-Mobile	Cell Phone	42.44	42.44
12/23/2002	30607	Integra	Service Period 12/11/2002 to 01/1...	483.51	483.51
Total 108 - Telephone					423.38
110 - Postage					
12/12/2002		Postal Privilege	December Postage Payment	201.31	201.31
Total 110 - Postage					201.31
111 - Equip/Bldg Rental					
111A - Equipment Rental					
12/23/2002	30608	Citicorp Vendor Finance, Inc.	Copier Rental/Insurance	212.00	212.00
Total 111A - Equipment Rental					212.00
Total 111 - Equip/Bldg Rental					212.00
112 - Utilities					
12/12/2002		NW Natural	Account # 76814-3	63.67	63.67
12/12/2002		NW Natural	Account # 76743-4	392.77	392.77
12/12/2002		NW Natural	Account # 76453-0	238.12	238.12
12/12/2002		NW Natural	Account # 76284-9	7.07	7.07
12/12/2002		NW Natural	Account # 76294-8	198.20	198.20
12/12/2002		NW Natural	Account # 76266-6	484.57	484.57
12/12/2002		NW Natural	Account # 76282-3	7.07	7.07
12/12/2002		Portland General Electric	10/30/02 to 12/02/02 Account # 00...	67.76	67.76
12/12/2002		Portland General Electric	10/30/02 to 12/02/02 Account # 00...	3,643.74	3,643.74
12/12/2002		Portland General Electric	10/30 to 11/30 Acct # 0002 28314-...	10.45	10.45
12/12/2002		Hillsboro Garbage Disposal	Will Call	150.00	150.00
12/12/2002		Portland General Electric	11/5/ to 12/6 2002 Acct # 0002 28...	162.22	162.22
Total 112 - Utilities					5,425.64
113 - Repair & Maintenance					
113B - Main Exhibit Hall R & M					
12/12/2002		Platt Electric	Light Ballast	71.40	71.40
12/23/2002	30615	McClenny Refrigeration	Heating unit in ME hall not lighting	213.64	213.64
Total 113B - Main Exhibit Hall R & M					285.04
113G - Grounds/General R & M					
12/12/2002		Hero/Action Locksmith Com...	Lever Locks and Deadbolts for office	1,018.00	1,018.00
12/12/2002		Hillsboro Drop Box	Drop Box Service	553.40	553.40
12/12/2002		Home Depot	Lights for CCB, Wheel for Gate	43.84	43.84
12/13/2002		Pacific Harvest Grain & Supply	Dolomark	480.00	480.00
12/30/2002	30617	Washington County Historica...	old county jail project	1,000.00	1,000.00
Total 113G - Grounds/General R & M					3,095.24
113L - Equipment R & M					
12/06/2002	30578	Patterson's Repair Service	Repair JD Tractor	593.65	593.65
12/13/2002		McClenny Refrigeration	Repairs to Floral Building	238.06	238.06
12/23/2002	30604	Mark's Lift Truck Service Inc.	Clark C500 Forklift Repair	90.07	90.07
Total 113L - Equipment R & M					921.78
113 - Repair & Maintenance - Other					
12/12/2002		Bretthauer Oil Co.	Gas	682.42	682.42
12/12/2002		Bretthauer Oil Co.	Diesel	253.12	253.12
Total 113 - Repair & Maintenance - Other					935.54
Total 113 - Repair & Maintenance					5,237.60

Washington County Fair Complex Line Item Report December 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
114 · General Supplies					
12/06/2002		Bob Nagel Distributing Co.	Invoice 235191-00 8/01/02	272.64	272.64
12/06/2002		Bob Nagel Distributing Co.	Finance Charge	113.93	113.93
12/12/2002		Cintas First Aid & Safety	Re-fill Shop First Aid Kit	36.30	36.30
12/13/2002		Cintas First Aid & Safety	Re-fill First Aid Kit	76.55	76.55
12/23/2002	30606	Bretthauer Oil Co.	Fuel Refill	0.00	0.00
Total 114 · General Supplies					499.42
118 · Travel & Training					
12/02/2002		Hilton Hotels	IAFE	277.95	277.95
12/11/2002		Southwest Airlines	WFA	205.50	205.50
12/13/2002		Southwest Airlines	Credit for Purchase on 11/30/2002	(170.50)	(170.50)
12/13/2002		Town & Country Resort & Co...	WFA	316.90	316.90
Total 118 · Travel & Training					629.85
119 · Legal Fees					
12/06/2002		Office of County Counsel	09/05/02 voter's pamphlet question	27.50	27.50
Total 119 · Legal Fees					27.50
121 · Professional Svcs.					
12/03/2002		CG Construction Service	Security Pre-Pay	(551.00)	(551.00)
12/13/2002	30595	CG Construction Service	Security Overpayment	130.50	130.50
Total 121 · Professional Svcs.					(420.50)
131 · Advertising & P.R.					
12/09/2002	2001-272	Washington County	Reimbursement Business and Ind...	(237.50)	(237.50)
12/14/2002		Qwest Dex	Directory Listing	40.28	40.28
Total 131 · Advertising & P.R.					(197.22)
132 · Board Expense					
12/11/2002		Lyle Speisschaert	return of travel checks # 28208 & ...	(160.00)	(160.00)
12/24/2002	30613	Kathy Christy	Reimbursment for gift certificates ...	80.00	80.00
Total 132 · Board Expense					(80.00)
133 · Dues, Licenses, Fees					
12/13/2002		Western Fairs Association	Western Fairs Convention Registr...	250.00	250.00
12/31/2002		West Coast	General Account Service Charge	110.86	110.86
Total 133 · Dues, Licenses, Fees					360.86
154 · RV Park					
154A · RV Park Repair & Maint.					
12/12/2002		Washington County Health &...	RV Park License	240.00	240.00
Total 154A · RV Park Repair & Maint.					240.00
Total 154 · RV Park					240.00
Total BE · INTERIM OPERATIONS					13,033.50
CE · FAIR OPERATIONS					
176 · Utilities					
12/23/2002	30609	Portland General Electric	Acct # 0002-28314-541070-2	31.43	31.43
Total 176 · Utilities					31.43
188 · Materials & Supplies					
12/06/2002		Bob Nagel Distributing Co.	Balance Forward 7/18/02	18.01	18.01
12/06/2002		Bob Nagel Distributing Co.	Invoice 235191-00 7/18/02	887.09	887.09
12/06/2002		Bob Nagel Distributing Co.	Invoice 235684-00 7/25/02	862.68	862.68
12/06/2002		Bob Nagel Distributing Co.	Invoice 236329-00 7/26/02	154.62	154.62
Total 188 · Materials & Supplies					1,922.40
Total CE · FAIR OPERATIONS					1,953.83

01/30/03

Washington County Fair Complex

Line Item Report

December 2002

Date	Num	Name	Memo	Original Amount	Paid Amount
DE · EXHIBITS/COMPETITIONS					
221 · Awards 4-H					
12/06/2002		Presort Mailing	Mailing Services for Premium Che...	32.70	32.70
Total 221 · Awards 4-H					32.70
Total DE · EXHIBITS/COMPETITIONS					32.70
EE · RODEO					
318 · Board Expense					
12/09/2002		Orleans Hotel	Winnie Daniles - 1st night pre-pay	(32.70)	(32.70)
12/10/2002	30579	Brian Anderson	2002 NFR Expense Reimb.	273.50	273.50
12/10/2002	30580	Winnie Daniels	Reimburse for 2002 NFR	207.10	207.10
12/24/2002	30612	Larry Bellamy	NFR Reimbursement	189.50	189.50
Total 318 · Board Expense					637.40
320 · Queen					
12/06/2002	30572	Joyce Van derzanden	Photography	104.00	104.00
Total 320 · Queen					104.00
Total EE · RODEO					741.40
JE · CAPITAL OUTLAY					
513 · Equipment					
12/06/2002		Textron Financial Corp	Lease Payment on Mower	645.13	645.13
Total 513 · Equipment					645.13
Total JE · CAPITAL OUTLAY					645.13
Total Expense					81,041.30
Net Income					(59,929.01)

Washington County Fair Complex
Balance Sheet Prev Year Comparison
As of December 31, 2002

	Dec 31, 02	Dec 31, 01	\$ Change	% Change
ETS				
Current Assets				
Checking/Savings				
0900 · West Coast Bank	3,134.52	4,313.34	(1,178.82)	(27.3)%
0925 · West Coast Bank-ATM Account				
1050 · ATM Machine	0.00	16,460.00	(16,460.00)	(100.0)%
0925 · West Coast Bank-ATM Acco...	0.00	2,840.00	(2,840.00)	(100.0)%
Total 0925 · West Coast Bank-ATM ...	0.00	19,300.00	(19,300.00)	(100.0)%
0950 · West Coast Bank-Premium	71.69	84.29	(12.60)	(15.0)%
1020 · Pool #4486	0.00	122,960.83	(122,960.83)	(100.0)%
1040 · Petty Cash	650.00	0.00	650.00	100.0%
1080 · Washington County Fund 200	324,460.34	176,342.96	148,117.38	84.0%
910 · West Coast Money Market	6,706.09	0.00	6,706.09	100.0%
Total Checking/Savings	335,022.64	323,001.42	12,021.22	3.7%
Accounts Receivable				
1200 · Accounts Receivable	6,720.57	2,423.20	4,297.37	177.3%
Total Accounts Receivable	6,720.57	2,423.20	4,297.37	177.3%
Other Current Assets				
1499 · Undeposited Funds	1,095.00	0.00	1,095.00	100.0%
Total Other Current Assets	1,095.00	0.00	1,095.00	100.0%
Total Current Assets	342,838.21	325,424.62	17,413.59	5.4%
TOTAL ASSETS	342,838.21	325,424.62	17,413.59	5.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	4,772.57	1,098.48	3,674.09	334.5%
Total Accounts Payable	4,772.57	1,098.48	3,674.09	334.5%
Credit Cards				
05 · WCB Visa	(128.06)	0.00	(128.06)	(100.0)%
06 · WCB Visa - Don Hillman	566.90	0.00	566.90	100.0%
Total Credit Cards	438.84	0.00	438.84	100.0%
Other Current Liabilities				
2053 · Deferred Commercial Exhibi...	400.00	0.00	400.00	100.0%
2065 · Rental Deposits Payable	769.60	(200.00)	969.60	484.8%
Total Other Current Liabilities	1,169.60	(200.00)	1,369.60	684.8%
Total Current Liabilities	6,381.01	898.48	5,482.53	610.2%
Total Liabilities	6,381.01	898.48	5,482.53	610.2%
Equity				
3000 · Opening Bal Equity	4,158.74	0.00	4,158.74	100.0%
3900 · Retained Earnings	309,005.51	428,472.33	(119,466.82)	(27.9)%
Net Income	23,292.95	(103,946.19)	127,239.14	122.4%
Total Equity	336,457.20	324,526.14	11,931.06	3.7%
TOTAL LIABILITIES & EQUITY	342,838.21	325,424.62	17,413.59	5.4%

**Minutes
Washington County Fair Board
Wednesday, January 15th, 2003**

Convened: 5:00pm

FAIR BOARD:

President Kathy Christy
Board Member Rich Vial – Vice-President
Board Member Sheila Day – Treasurer
Board Member Ken Leahy
Board Member Jane Willhoite

STAFF:

Don Hillman, Executive Director
Lisa DuPre, Marketing/Events Director
Leah Perkins, Fair Coordinator

GUESTS:

Cody Feinauer, Rodeo Chairman
Lyle Spiesschaert
Ed Kristovich
Jim Godfrey
Mark Granlund

PRESS:

Laura Gunderson, *The Oregonian*
Web Ruble, *The Hillsboro Argus*

President Christy called the meeting to order at 5:00 p.m., welcomed everyone and called for additions to the Agenda. No additions were requested.

1. Consent Agenda

President Christy asked the board and the public if any items were requested to be removed from the Consent Agenda.

Motion by Vice-President Vial to approve Consent Agenda. Second by Board Member Day. Motion carried 5-0.

2. Special Reports

A. Rodeo Report – Rodeo Chairman Feinauer reported that the Queen's Coronation went very well and after all income and expenses, they made just over \$4,100.00.

Working preparations for the poker ride, which is tentatively scheduled for June 14th at the Flying M. Saturday work parties will start next month. Parr Lumber will be a ten thousand dollar sponsor for the Rodeo again this year, which is in-kind. Contracts have been negotiated and are being sent out.

B. 4-H Report – John Baggott – Absent, nothing to report

C. Boosters Report – Bill Duerden - Absent, nothing to report. Next meeting will be in February.

D. Maintenance Report – Executive Director Hillman referred to page 22. Staff is also working on trapping the moles.

E. Other – Mark Granlund, Washington County Historical Society, gave a presentation on the concepts for the new museum and the Old County Jail as part of the display.

3. Old Business

A. Redevelopment Update – President Christy questioned when a rough draft of the R.F.P. would be available for review. Vice-President Vial indicated it would probably be at the March meeting. The goal will be in April to be seeking approval of the County Commissioners for distributing it. Vice-President Vial suggested a renewed appointment of two board members to be the liaisons with Executive Director so a meeting doesn't have to be convened for discussions on information gathering for the R.F.P. and to talk with interested parties. President Christy said she would like general communication from the appointees to the other members of the board regarding who is being talked to and what meetings have happened, etc. Vice-President Vial felt that every month at the board meeting the appointees could have a summary report of all activities that occurred regarding the development. President Christy agreed. Discussion continued regarding communication and R.F.P. President Christy suggested that Vice-President Vial and Board Member Leahy be reappointed as the development liaisons.

B. Policy Resolution – Determination Fair Dates (Tabled in November)
President Christy asked Rodeo Chairman Feinauer if we are ok on the dates for 2003 and 2004. Rodeo Chairman Feinauer reported that they were for 2004 and it was too late to make a change for 2003 due to policy. President Christy asked if a decision regarding 2005 needed to be made now or next October. Executive Director Hillman suggested that it be done the meeting after the 2004 fair.

C. **Contribution to the Old County Jail Project**– President Christy, Vice-President Vial and Board Treasurer Day noted concerns and after much discussion among board members, item was tabled until February.

D. **Draft Policy – Non-Paid usage of Fair Complex Facilities** – Tabled

E. **Draft Policy – Volunteers** - Tabled

F. **Draft Policy – Board Retreat** - Tabled

G. **Other** - None

4. **New Business**

A. **1999 and 2000 Non-Cashed Checks Write-Off** – Executive Director Hillman referred the board to page 34 and explained that these were checks from our general and premium accounts and if people who had their checks written off brought them into the office a check would be re-issued at the boards discretion.

Motion by Board Member Vial to approve Write off 1999 and 2000 Non-Cashed Checks. Second by Board Member Leahy. Motion carried 5-0.

B. **Facility Rental Rate Adjustment** – Executive Director Hillman referred the board to page 39. Executive Director reviewed the Rental Rate Adjustment recommendations with the board, explaining how information was gathered, researched and analyzed. Board members questioned Executive Director Hillman and discussion ensued.

Motion by Board Member Vial to approve Facility Rental Rate Adjustment Recommendation One and Two of the memorandum dated January 27th 2003. Second by Board Member Day. Motion carried 5-0.

C. **Proposed FYE 2003-04 Complex Budget** – Executive Director Hillman went over the proposed 2003-2004 budget and gave information line by line.

D. **Disposition of Various Fair Complex Facilities** – Executive Director Hillman explained that due to age and lack of maintenance that he is recommending that Restaurant Row and the Arts & Crafts buildings be taken down. President Christy called upon Ed Kristovich and Jim Godfrey for their input on the destruction of the Arts & Crafts building. Ed Kristovich, Fair Booster and Interim User, told the board that he agreed that the Arts & Crafts building was appalling, but asked for it to be kept up until after their Gem & Mineral show in October of 2003. Executive Director Hillman suggested the use of a soft tent like structure. Ed Kristovich agreed but is concerned about extra expenses that would come with a tent.

President Christy asked Executive Director Hillman what the time line would be for removal of the buildings. Executive Director Hillman stated that it needed to happen before fair time, but is sensitive to the interim users and asked the board permission to sit down with the Gem & Mineral group to see if another option can be agreed to, such as a tent like structure. Executive Director Hillman explained that all other interim users of the Arts & Crafts building had been rearranged to other buildings and the arts and crafts exhibits for fair would be incorporated in with the other static exhibits in the south end of the Main Exhibit Hall.

President Christy inquired about Restaurant Row and if St. Matthew's had been contacted. Executive Director Hillman stated that they have been unavailable, but before anything would be done, would make sure all of their issues had been resolved.

Executive Director Hillman said he would come back to the board with a definite plan.

E. Election of Officers – President Christy called for election of officers and opened nominations for chair of the board.

Nomination by Vice-President Vial for Kathy Christy as Board Chair.
Nomination closed by Vice-President Vial. Motion Carried 5-0.

President Christy opened nominations for Vice Chair.

Nomination by Board Member Leahy for Rich Vial as Vice Chair
Nomination closed by Board Member Leahy. Motion Carried 5-0.

President Christy opened nominations for Treasurer.

Nomination by Vice-President Vial for Sheila Day as Treasurer.
Nomination closed by Vice-President Vial. Motion Carried 5-0.

President Christy designated Executive Director Hillman as Secretary.

F. Other - None

5. Announcements – None other than what was in the packet

6. Correspondence - None other than what was in the packet

7. Board Communications - None

8. Other Matters of Information -

A. Cloverleaf Building Marketing Plan – See page 68

B. Newspaper Articles - None other than what was in the packet

C. **Website Activity** - None other than what was in the packet

D. **Other** - None

With no further business before the Board, President Christy adjourned the meeting at 6:55 pm.

Minutes approved on February 5, 2003, by Board action. Motion by Board Member Vial and second by Board Member Willhoite. Motion carried 5-0.

Don G. Hillman
Recording Secretary

SPECIAL REPORTS

County of Washington

Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
donh@faircomplex.com
www.faircomplex.com

FAX MEMORANDUM

Date: January 30, 2003

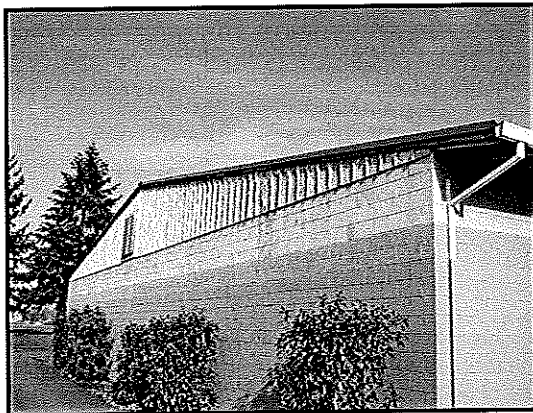
To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: January Operations Report

Between interim rental activities, staff has been concentrating on a lot of interior cleanup and identifying deferred maintenance items that need immediate attention.

Main Exhibit Hall: Staff has identified deferred repairs associated with the Main Exhibit Hall. Specifically, the upper wooden gable is currently failing and needs to be replaced. Water is currently penetrating the wood surface. Plans include replacing the entire gable.

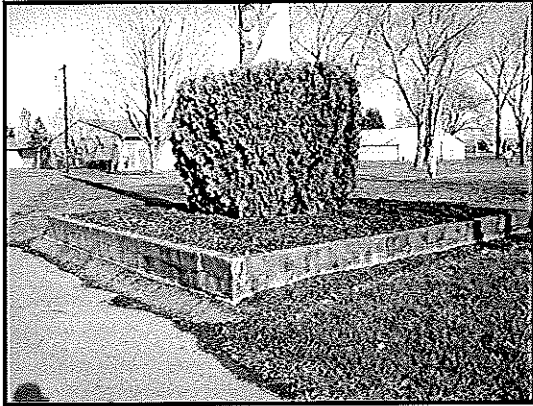


Upper wooden gable is deteriorated.



Water penetrates through cracks in wood.

Grounds: There are a number of areas that have been identified that can be corrected or repaired during the next couple months. This includes replacing the concrete blocks around the totem pole; removing old concrete pad/walkways no longer in use and re-seed;



Concrete blocks are split and deteriorating.



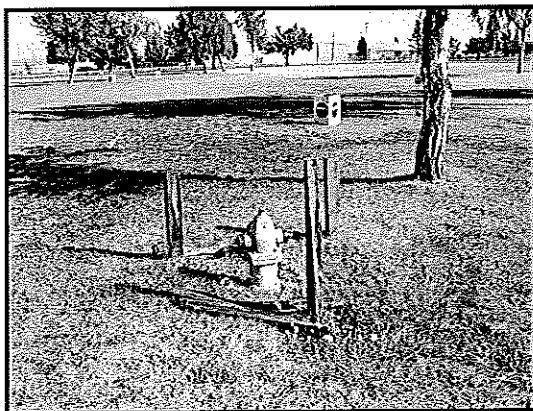
Sidewalk to be removed and area re-seeded.



Sidewalk inadequate and needs replacement.



Log cabin pad to be removed and re-seeded.



Ballads to be replaced w/steel posts.



Bunker walls fractured and to be replaced.

OLD BUSINESS

County of Washington

Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
donh@faircomplex.com
www.faircomplex.com

FAX MEMORANDUM

Date: January 30, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: 2003/04 Budget Preparation

Find attached the proposed 2003-04 Fair Complex budget. The budget is due at the County in mid-February.

Since the January Board Meeting, we have been informed that Governor Kulongoski's budget continues funding of county fairs at existing levels. This has made the final budget recommendations more palatable without considering more staff reductions. However, should this funding not survive the legislative process, we will have to trim an additional \$41,000 from the FYE 2004 budget.

In preparing the final proposed budget, our goal was to deliver a balanced budget with some emphasis on tackling some of the deferred maintenance projects and replacing some of the aging equipment currently being used by the Operations Staff.

Since the January Board Meeting, I have met with Board Member Day to review budget strategy and Rodeo Committee Chair Feinauer regarding the rodeo budget. In an attempt to balance the proposed budget, we have made the following adjustments:

1. Adjust interim revenues by \$25,000 to account for recent rental rate adjustments;
2. Reduce full-time positions from nine to seven for a net savings of \$92,560;
3. Reduce fairtime entertainment expenses by \$30,000;
4. Reduce FFA, 4H and Open Class Department expenses by \$3,200 (10%);
5. Increased Insurance and Bonding by an estimated 10% increase in premiums;
6. Increase Repairs & Maintenance by \$5,000; and
7. Increase Equipment purchases by \$9,700.

Rodeo Budget – Don't shoot the messenger, but it should be noted that revenues associated with the Rodeo program since 1998 have decreased substantially impacting the net cost of this entertainment package. 1998 Rodeo revenues (Sponsorships, Arena Admissions, etc.) were \$87,600 versus 2002 Rodeo revenues (Sponsorships, Arena Admissions, etc.) of \$39,600. This decrease is mostly associated with sponsorships when in 1998 total sponsorship revenues were \$78,550 versus \$29,090 in 2002.

From a program cost point-of-view, this has resulted in the net cost of producing the rodeo increasing from \$37,400 (\$125,000 expenses less \$87,600 revenues) in 1998 to a net cost of \$80,600 (\$118,200 expenses less \$37,600 revenues) in 2002.

From a per cap point-of-view, given the limited seating in the Arena (2,750 – 3,000 per performance), the net cost per rodeo attendee has increased from \$4.15 (\$37,400/9,000 total rodeo attendance) in 1998 to \$8.95 (\$80,600/9,000 total rodeo attendance) in 2002. It should be noted that the average fair & rodeo admission is \$5.70 (\$251,706 total admission revenue/44,136 paid attendees). This has resulted in the rodeo program costing significantly more (\$3.25 per attendee) than the average admission paid to attend the event.

Based upon the history over the last five years and the Complex's current financial challenges, I would recommend that the Board address these issues with the Rodeo Committee to determine the future direction of this event.

Method of Accounting – The County has also requested that we use the accrual method of accounting in preparing the 2003-04 budget. Converting to this accounting method primarily affects the beginning and ending fund balances due to accruals of hotel/motel taxes, deferred Commercial Exhibits and Concession deposits and payments for County services and payroll not paid as of June 30.

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX

Organization Unit 120

County Fairgrounds Fund 150

2003-04 PROPOSED BUDGET SUMMARY

Mission Statement - The mission of the Washington County Fair Complex is to provide excellent facilities and services in a self-supporting manner for the following purposes:

1. Preserve the annual County Fair & Rodeo and its' heritage.

2. Provide a welcoming environment for all volunteers.

3. Promote year-round facilities for consumer trade shows, public expositions, and special gatherings.

2. Promote the "World-Class" agriculture of the County.

4. Commitment to life-long learning with a special emphasis on youth.

6. Promote a sense of community among County residents.

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
1		Beginning Fund Balance - July 1	\$ 575,475	\$ 649,085	\$ 328,352	\$ 305,426			
Revenues									
2		Interim Revenues	\$ 250,438	\$ 229,425	\$ 205,194	\$ 215,994			
3		Special Show	-	-	100,000	100,000			
4		Fairtime Revenues	668,330	577,046	633,556	618,050			
5		Non-Operating Revenues	648,975	363,656	608,000	543,000			
Total Revenues			\$ 1,567,743	\$ 1,170,127	\$ 1,546,750	\$ 1,477,044			
Total Revenues & Beg. Fund Balance			\$ 2,143,218	\$ 1,819,212	\$ 1,875,102	\$ 1,782,470			
Expenses									
6		Interim Expenses	\$ 518,793	\$ 474,967	\$ 510,973	\$ 504,539			
7		Special	-	-	100,000	100,000			
8		Fairtime Expenses	900,066	911,124	923,877	791,110			
9		Non-Operating Expenses	75,274	92,472	62,709	69,867			
10		Salary COLA Included in Ending Fund Balance	-	-	-	-			
Total Expenses			\$ 1,494,133	\$ 1,478,563	\$ 1,597,559	\$ 1,465,516			
11		Ending Fund Balance - June 30	\$ 649,085	\$ 340,649	\$ 277,543	\$ 316,954			
Total Expenses and Ending Fund Balance			\$ 2,143,218	\$ 1,819,212	\$ 1,875,102	\$ 1,782,470			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX

Organization Unit 120

County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
		Interim Operating Revenues							
12	10	Rent & Storage	\$ 178,595	\$ 181,969	\$ 155,894	\$ 180,894			
13	-	Damage Deposits	10,800	6,939	-	-			
14	16	Parking Fees	17,669	13,900	17,000	9,000			
15	17	Miscellaneous Income	16,584	7,829	12,000	10,000			
16	18	RV Park	26,790	18,069	20,000	15,350			
17	20	ATM Fees	-	719	300	750			
Total Interim Operating Revenues			\$ 250,438	\$ 229,425	\$ 205,194	\$ 215,994			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
18	101	Interim Personnel Expenses							
		Permanent Full-Time Positions	\$ 222,758	\$ 202,085	\$ 216,533	\$ 203,217			
19	101	Temporary Salaries and Wages	-	-	-	3,074			
20	102	O.P.E.	65,792	62,973	79,404	92,331			
Total Interim Personnel Expenses			\$ 288,550	\$ 265,058	\$ 295,937	\$ 298,622			
21	107	Interim Operating Expenses							
		Office Expense	\$ 2,982	\$ 8,163	\$ 4,300	\$ 4,000			
22	108	Telephone	9,386	8,710	10,575	9,000			
23	109	Printing	858	1,190	1,450	1,000			
24	110	Postage	2,638	1,690	1,750	1,750			
25	111	Equipment & Building Rental	6,626	2,353	6,200	5,000			
26	112	Utilities	71,521	67,551	70,300	70,000			
27	113	Repair & Maintenance	56,169	39,690	43,000	45,000			
28	114	General Supplies	23,510	8,924	18,050	18,000			
29	-	Parking	300	-	-	-			
30	118	Travel & Training	553	5,874	1,500	500			
31	119	Legal Fee to County	6,610	172	2,400	1,200			
32	121	Professional Services	14,885	16,706	12,000	10,000			
33	122	Insurance & Bonding	7,537	8,695	9,250	12,100			
34	123	Private Mileage	211	38	500	500			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
35	124	Car Allowance	\$ 1,300	\$ 178	\$ 2,130	\$ -			
36	131	Advertising & Public Relations	9,338	11,863	9,500	6,000			
37	132	Board Expense	845	2,171	1,750	750			
38	133	Due, Licenses, Fees	1,961	1,175	1,125	1,125			
39	149	Misc. Materials & Services	4,369	506	4,250	2,500			
40	-	Refunds	7,457	9,423	-	-			
41	151	County Indirect Cost	-	9,905	12,906	14,992			
42	154	RV Park Repair & Maintenance	82	1,788	1,000	1,000			
43	154B	RV Park Hotel/Motel Tax	1,105	1,004	800	1,000			
44	155	ATM Fees	-	2,140	300	500			
Total Interim Operating Expenses			\$ 230,243	\$ 209,909	\$ 215,036	\$ 205,917			
Total Interim Expenses			\$ 518,793	\$ 474,967	\$ 510,973	\$ 504,539			
Net Interim Revenues/Expenses			\$ (268,355)	\$ (245,542)	\$ (305,779)	\$ (288,545)			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
		Special Show or Event							
45	15	Interim Show Revenue	\$ -	\$ -	\$ 100,000	\$ 100,000			
46	375	Interim Show Expenses	-	-	100,000	100,000			
Net Special Show Revenues/Expenses			\$ -	\$ -	\$ -	\$ -			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
		Fair Revenues							
47	4	State Sources - Dept. of Agriculture	\$ 41,976	\$ 43,056	\$ 43,056	\$ 41,000			
48	30	Youth Admissions	29,075	35,779	35,500	37,500			
49	31	Other Admissions	206,347	200,085	200,000	210,000			
50	32	Concessions/Booths	136,916	62,341	109,000	120,000			
51	33	Sponsorships	51,400	49,175	50,000	57,500			
52	34	Advertising Sold	2,875	2,300	15,000	2,500			
53	36	Carnival Income	54,463	49,672	50,000	50,500			
54	37	Entry & Bedding Fees	3,127	3,328	5,500	2,500			
55	38	Parking Fees	39,924	39,951	55,500	40,000			
56	39	Rodeo Sponsorships	68,271	34,490	44,800	29,000			
57	41	Miscellaneous	15,005	11,099	10,700	15,000			
58	42	Rodeo Admissions	5,981	5,464	5,000	4,800			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
59	43	Main Stage	\$ -	\$ 21,197	\$ -	\$ -			
60	45	Amphitheater Merchandise	1,074	1,039	1,000	500			
61	46	Rodeo Miscellaneous	11,896	3,070	3,000	1,750			
62	48	ATM Fees	-	2,687	2,500	2,500			
63	49	Rodeo Queen Activities	-	-	3,000	3,000			
Total Fair Operations			\$ 668,330	\$ 577,046	\$ 633,556	\$ 618,050			
Fairtime Personnel Expenses									
64	101	Permanent Full-Time Positions	\$ 222,758	\$ 202,085	\$ 216,533	\$ 112,584			
65	101	Temporary Salaries and Wages	-	-	-	41,395			
66	102	O.P.E.	\$ 65,792	\$ 62,974	\$ 79,404	\$ 58,849			
Total Fairtime Personnel Expenses			\$ 288,550	\$ 265,059	\$ 295,937	\$ 212,828			
Fair Operations									
67	108	Telephone	\$ 3,129	\$ 2,842	\$ 3,525	\$ 3,000			
68	124	Car Allowance	1,300	177	2,130	-			
69	175	Printing	5,452	4,214	8,000	7,500			
70	110	Postage	1,000	1,037	1,000	1,000			
71	118	Travel & Training	3,500	3,500	4,000	4,500			
72	119	Legal Fees to County	1,200	1,200	1,200	1,200			
73	122	Insurance and Bonding	7,538	8,695	9,250	12,100			
74	132	Board Expense	845	2,172	1,750	750			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
75	151	County Indirect Costs	\$ -	\$ 9,905	\$ 12,905	\$ 14,992			
76	176	Utilities	16,306	14,807	15,000	13,000			
77	133	Dues, Licenses and Fees	1,100	1,100	1,125	1,125			
78	178	Parking	12,336	12,654	2,000	5,200			
79	179	Professional Services	41,752	46,202	24,000	30,500			
80	180	Advertising, Promotions, etc.	80,514	77,917	75,000	79,000			
81	-	Refunds	100	1,189	-	-			
82	182	Miscellaneous	7,832	7,357	10,000	16,500			
83	183	Decorations	4,262	3,735	4,000	4,000			
84	184	Equipment Rental	15,749	14,293	10,000	13,500			
85	186	Restroom Service	19,806	17,410	17,000	15,500			
86	187	Repair & Maintenance	6,445	13,312	7,250	7,000			
87	188	Materials & Supplies	17,689	21,991	20,000	10,500			
88	189	ATM Fees	-	105	250	250			
Total Fair Operations			\$ 247,855	\$ 265,814	\$ 229,385	\$ 241,117			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
		Exhibits & Competitions							
89	211	Awards FFA	\$ 3,130	\$ 2,672	\$ 2,750	\$ 2,340			
90	212	Personnel FFA	877	968	1,000	585			
91	213	Other FFA	676	1,081	1,200	1,215			
		Total FFA	\$ 4,683	\$ 4,721	\$ 4,950	\$ 4,140			
92	221	Awards 4-H	\$ 9,206	\$ 7,490	\$ 7,750	\$ 5,400			
93	222	Personnel 4-H	5,647	6,043	6,000	5,310			
94	223	Other 4-H	3,753	7,760	8,000	8,955			
		Total 4-H	\$ 18,606	\$ 21,293	\$ 21,750	\$ 19,665			
95	231	Awards Open Class	\$ 33,417	\$ 32,926	\$ 34,000	\$ 23,400			
96	232	Personnel Open Class	4,235	4,267	4,500	1,845			
97	233	Other Open Class	2,357	5,400	5,750	3,265			
		Total Open Class	\$ 40,009	\$ 42,593	\$ 44,250	\$ 28,510			
		Total Exhibits & Competitions	\$ 63,298	\$ 68,607	\$ 70,950	\$ 52,315			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
		Rodeo							
98	311	Prize Money	\$ 46,000	\$ 46,000	\$ 46,000	\$ 45,000			
99	312	Announcer/Contractors/Personnel	19,150	21,634	21,300	16,600			
100	313	Stock Contract	21,180	25,430	30,080	27,000			
101	314	Special Awards	2,280	402	1,200	500			
102	315	Exceptional Kid's Rodeo	2,531	897	2,000	2,000			
103	316	Promotion	8,060	6,262	5,700	5,500			
104	317	Materials & Supplies	3,681	3,354	3,500	3,000			
105	318	Board Expense	3,200	1,971	3,000	2,000			
106	319	Other (Fees & Dues)	3,072	4,287	2,825	2,500			
107	320	Queen	8,590	3,576	4,000	4,000			
108	321	Rental Equipment	5,240	6,523	6,500	7,500			
109	322	Money Raising Projects	1,797	2,013	2,000	1,750			
110	333	Sponsorship Fees	-	-	2,000	-			
Total Rodeo			\$ 124,781	\$ 122,349	\$ 130,105	\$ 117,350			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
		Fair Entertainment							
112	324	Main Stage (Artist Fees)	\$ 66,100	\$ 75,100	\$ 50,000	\$ 63,000			
114	325	Grounds Entertainment	59,995	61,097	75,000	42,500			
114	326	Associated Costs - Main	38,689	41,417	32,000	32,000			
115	327	Associated Costs - Grounds	8,746	9,734	13,500	15,000			
116	328	Touch & See	2,052	1,947	2,000	2,500			
117	329	Special Exhibit	-	-	25,000	12,500			
Total Fair Entertainment			\$ 175,582	\$ 189,295	\$ 197,500	\$ 167,500			
Total Fairtime Expenses			\$ 900,066	\$ 911,124	\$ 923,877	\$ 791,110			
Net Fairtime Income/Loss			\$ (231,736)	\$ (334,078)	\$ (290,321)	\$ (173,060)			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Description	Actual 2000-01	Actual 2001-02	Budget 2002-03	Requested 2003-04	Recommended 2003-04	Approved 2003-04	Adopted 2003-04
		Non-Operating Revenues							
118	9	Dedicated Funds - Hotel/Motel Tax	\$ 632,100	\$ 353,985	\$ 600,000	\$ 538,000			
119	14	Interest	16,875	9,671	8,000	5,000			
		Total Non-Operating Revenues	\$ 648,975	\$ 363,656	\$ 608,000	\$ 543,000			
		Non-Operating Expenses							
120	510	Purchase/Lease	\$ 57,698	\$ 53,438	\$ 42,709	\$ 42,667			
121	511	Land Improvements	2,085	1,177	-	-			
122	512	Building & Structures	5,792	-	10,000	-			
123	513	Equipment	9,699	2,857	10,000	27,200			
124	514	Development Reserve	-	35,000	-	-			
		Total Non-Operating Expenses	\$ 75,274	\$ 92,472	\$ 62,709	\$ 69,867			

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Personnel Distribution	Total	Interim	Fairtime
125		Permanent Full-time Positions			
		Executive Director	\$ 84,204	\$ 42,102	\$ 42,102
126		Groundskeeper	\$ 37,284	18,642	18,642
127		Facilities Maintenance Worker (3)	\$ 108,536	83,039	25,497
128		Sr. Administrative Specialist	\$ 35,641	17,821	17,820
129		Management Analyst	\$ 50,136	41,613	8,523
130		Accounting Assistant I	-	-	-
131		Fair Coordinator/Operations Analyst	-	-	-
Total			\$ 315,801	\$ 203,217	\$ 112,584
O.P.E.			\$ 142,611	\$ 92,041	\$ 50,570
Total Permanent Full-Time Positions			\$ 458,412	\$ 295,258	\$ 163,154

Budget History - Revenues and Expenses

WASHINGTON COUNTY FAIR COMPLEX
 Organization Unit 120
 County Fairgrounds Fund 150

Line Item	Acct No.	Temporary Positions			
132		Chief of Security (1 position)	(Salary - requires pre-fair involvement)	\$	900
133		Electrician (1 position)	(100 hours @ \$30.00/hour)		3,000
134		Office Staff/Interns (2 positions)	(180 hours each at \$7.50/hour)		2,700
135		Parking Attns/Sellers (12 positions)	(56 hours each at \$7.00/hour)		4,704
136		Shuttle Drivers (4 positions)	(40 hours each at \$8.50/hour)		1,360
137		Stage Manager (1 position)	(Salary - requires pre-fair involvement)		900
138		Fair Superintendents (22 positions)	(\$100 stipend)		2,200
139		Chief of Admissions (1 position)	(Salary - requires pre-fair involvement)		900
140		Ticket Sellers (9 positions)	(56 hours each at \$7.00/hour)		3,528
141		Ticket Takers (7 positions)	(56 hours each at \$7.00/hour)		2,744
142		Cashiers (4 positions)	(40 hours each at \$10.00/hour)		1,600
143		Clerks (6 positions)	(40 hours each at \$8.50/hour)		2,040
144		Chief of Parking (1 position)	(Salary - requires pre-fair involvement)		900
145		Maintenance Workers (5 positions)	(200 hours each at \$7.00/hour)		7,000
146		Maintenance Worker (1 position)	(500 total hours at \$7.00/hour)	3,074	419
147		Accounting Assistant (1 position)	(300 hours at \$10/hour)		3,000
148		Operations Manager (1 position)	(200 hours at \$17.50/hour)		3,500
Total Temporary Positions			\$	44,469	\$ 3,074 \$ 41,395
O.P.E.			\$	8,569	\$ 290 \$ 8,279
Total Personnel Positions			\$	53,038	\$ 3,364 \$ 49,674
TOTAL PERSONNEL			\$	511,450	\$ 298,622 \$ 212,828

County of Washington

Washington County Fair Complex
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www.faircomplex.com

FAX MEMORANDUM

Date: December 4, 2002

To: Board Members
Washington County Fair Board

From: Don G. Hillman
Executive Director

Re: Contribution to Old County Jail Project

The Washington County Historical Society is continuing their efforts to raise funds for the repair and relocation of the Old County Jail. As reported previously, the Historical Society has received a challenge grant from an anonymous donor for up to \$25,000 (50% of the estimated project cost) in matching funds.

President Christy and staff have had previous conversations with the Historical Society regarding possible contributions from the Fair Complex for this project. Staff is supportive of a commitment of a contribution of up to \$5,000 paid in no more than three annual installments.

If approved by Board action, the Fair Complex would make a contribution of \$1,000 on or before January 15, 2003.

As an aside, staff has submitted a grant request to the Greater Hillsboro Chamber of Commerce for \$5,000 towards this project as well. Staff will also make a request to the Fair Boosters to match any contribution made by the Fair Complex.

***Update** – At the December 2002 Board Meeting, the Board approved a \$1,000 contribution. This matter was tabled at the January 2003 Board Meeting.

On January 29, 2003, the Hillsboro Chamber of Commerce approved a \$500 contribution towards this project.

County of Washington

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FAX MEMORANDUM

Date: January 30, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: Draft Policies

At the December 2002 Board Meeting, staff proposed three new draft policies.

Following a lot of discussion, it appeared that the Board was somewhat agreeable to adopt these policies with minor modification to the Volunteers Policy to allow the Executive Director discretion in allowing exceptions to the Dress Code should circumstance dictate.

With respect to the Non-Paid Usage of Fair Complex Facilities and Board Retreat, these policies attempt to adopt existing practice in policy form, except for the provision in the Non-Paid Usage of Fair Complex Facilities where the Fair Complex can now charge for expenses associated with a non-paid event if said expenses are material.

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 301

Non-Paid Use of Fair Complex Facilities

RECITALS

- A. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. WHEREAS, the Washington County Fair Board believes that it is in the best interest of the Fair Complex and the management of Fair Complex facilities to determine when non-paid use of Fair Complex Facilities shall be authorized.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Rental income of Fair Complex facilities and equipment is a major source of revenue for the Washington County Fair Complex. Non-paid use of Fair Complex facilities and equipment should be provides only in cases when such non-paid usage is essential to support programs and activities that directly support the annual Washington County Fair & Rodeo. Accordingly, the following policies and procedures are adopted:

I. CONDITIONS: Non-paid usage of Fair Complex facilities may be provided under the following conditions.

- A. Organizations requesting non-paid usage of Fair Complex facilities are limited to those non-profit organizations whose activities directly support the annual Washington County Fair & Rodeo. These non-profit organization include, but are not limited to, Rodeo Committee, Fair Boosters, 4H, FFA, Washington County Livestock Association, Washington County Sheriff's Posse, Washington County Master Gardeners.
- B. Fair Complex approval to an organization to use its facilities and/or equipment on a non-paid basis is limited to the rental of the facility and/or equipment only. The Fair Complex may charge for expenses associated with a non-paid event if said expenses are material. Such expenses include, but not limited to, garbage removal, janitorial services and supplies, additional or excess utilities usage, staff time to set-up, tear-down or load-out event, staff overtime to cover extend event hours, etc.
- C. Non-paid usage of Fair Complex facilities shall be evidenced by a Washington County Fair Complex Facility and Equipment Rental Contract (Exhibit I) signed by authorized representatives of both parties. The Fair Complex may exempt the Fair Boosters and the Rodeo Committee from this requirement.

- D. Use of Fair Complex facilities by such organizations shall support or be in connection with the organization's activities associated with the annual Washington County Fair & Rodeo.
- E. Organizations allowed to use Fair Complex facilities at no charge shall not use such facilities for the purpose of raising funds unless said funds directly support activities associated with the annual Washington County Fair & Rodeo.
- F. Approval by the Fair Complex for non-paid usage shall be based upon availability of facilities.
- G. Fair Complex may withdraw its permission to permit an organization to use its facilities under this policy should said facilities be subsequently requested for paid usage. Such withdrawal by the Fair Complex shall not occur within 60 days of the organization's scheduled event.
- H. Organizations authorized to use of Fair Complex facilities and/or equipment shall return the Fair Complex facilities and/or equipment in the same or better condition than received from the Fair Complex. Should the Fair Complex finds that its facilities and/or equipment was not returned in the same or better condition, the Fair Complex may make necessary repairs at the organization's expense.
- I. Fair Complex may limit the number of non-paid events approved for each organization.

II. NOTIFICATION: Staff shall report all contracts where non-paid use is approved at the next regularly scheduled Board Meeting. Such report shall include the fair market value of the Fair Complex facilities and/or equipment used.

III. REPORTS: Following each non-paid event, the organization shall file a report with the Fair Complex noting the total number of individuals attending the non-paid event and the total funds raised, if any.

Dated this ____ day of _____, 2003.

ATTEST:

Executive Director

Board President

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 302

Volunteer Policies

RECITALS

- A. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- B. WHEREAS, the Washington County Fair Board recognizes the importance of using volunteers during the Washington County Fair & Rodeo, it also recognizes the importance of establishing a policy regarding the role and responsibilities of volunteers as well as a code of conduct.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Washington County Fair Complex encourages members of the community to volunteer their services to enhance programming at the annual Washington County Fair & Rodeo and during interim period throughout the year. Members of the community can volunteer their service in many ways, including but not limited to, participating in activities sponsored by the Fair Booster, the Rodeo Committee or by participating directly with Fair Complex staff regarding activities at all levels of fairtime preparation as well as during the annual Washington County Fair & Rodeo.

1. EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy and practice of Washington County Fair Complex (Fair Complex) to ensure equal employment opportunity and affirmative action for applicants, employees, and volunteers without regard to race, color, gender, religion, national origin, age, handicap, sexual orientation, or veteran status. An exception exists when, after reasonable accommodation has been made, age or handicap substantially limits the volunteer's ability to meet or perform legitimate service standards or poses a safety or security hazard.

2. HARASSMENT

Consistent with Fair Complex policy of providing equal employment opportunity for all, the Fair Complex volunteer programs are committed to providing a work environment free of tension, anxiety, and degradation associated with harassment.

A volunteer who believes he or she has been the subject of harassment will immediately report the alleged act to the volunteer's supervisor. If the volunteer is uncomfortable reporting the alleged act to the immediate supervisor, the employee may report the alleged act to any Fair Complex staff, who are outside the volunteer's own department. The Fair Complex will investigate all such complaints and will take appropriate corrective action, including strong disciplinary measure when justified, to remedy all violations of this policy.

Definition - Fair Complex defines harassment as insulting, intimidating, or exploitive treatment. Specifically, this includes unwanted physical contact, degrading comments, propositions, or offensive pranks, threats that your job assignment or advancement is dependent upon submitting to sexual demands or tolerating harassment, or a hostile working environment created by acts or conduct related to sexual behavior, age, gender, religion, or sexual orientation.

Reporting Procedure - Volunteers are obligated to report alleged acts of harassment where the alleged perpetrator is a coworker, supervisor, volunteer, or non-employee who does business with the Fair Complex.

Investigation - In order to protect your rights, the Fair Complex has established a procedure specifically designed to allow investigation and resolution of any claims of harassment, whether by other employees, managers, supervisors, board members, or other citizens or visitors.

3. INSURANCE AND INDEMNIFICATION

Washington County Fair Complex, a department of Washington County, does NOT provide workers compensation for volunteers.

Medical Insurance - The County has purchased separate medical insurance to cover medical claims from volunteers injured on the job. This is a secondary insurance. Specifically, volunteers must utilize their personal insurance program. Only after the volunteer's insurance is exhausted, can Washington County's medical insurance be considered. The County's insurance limit is \$25,000 per claim. Volunteers are **STRONGLY** encouraged to have their own medical insurance before volunteering.

Indemnification - Volunteers are indemnified under the Oregon Tort Claims Act ORS 30.260 – 30.300 against any claims that may be made against them arising out of the course and scope of their duties in service to the Fair Complex. This obligation may be rejected by Washington County if the claim arises from a volunteer's malfeasance in office or willful or wanton neglect of duty.

Vehicle Insurance - When Fair Complex assigns a volunteer to drive a vehicle owned, leased, or rented by the Fair Complex, the volunteer will be protected by Washington County liability insurance. When a volunteer drives a privately owned vehicle, the owner of that vehicle assumes responsibility, and Washington County vehicle liability and physical damage insurance does not apply.

Volunteers who drive their own vehicles to transport equipment, passengers, or property must provide proof of insurance to the volunteer programs coordinator.

4. EMERGENCY NOTIFICATION

If a volunteer is injured while working under Fair Complex employee supervision, the volunteer will immediately notify his or her supervisor who will enact the Fair Complex emergency procedures.

5. DISMISSAL OF VOLUNTEERS

Volunteers serve at the direction of the Fair Complex. The Fair Complex Executive Director or appointed designee retains the discretion to curtail, postpone, or discontinue the services of a volunteer or volunteer organization.

Conduct or performance of an individual volunteer is subject to review and discipline that may lead up to and include dismissal of the volunteer.

6. VOLUNTEER REPORTING STRUCTURE

Volunteers are responsible to the immediate supervisor on the job. If a problem arises, you are encouraged to discuss the issue with your immediate supervisor. If the issue remains unresolved, your next resource will be the volunteer programs coordinator or Fair Complex staff. If you have any questions, please do not hesitate to contact the Fair Complex staff at 648-1416.

7. ORIENTATION

Ideally, orientation by the Fair Complex Office will occur before volunteer duties begin. Most positions have on-the-job training.

8. CREDENTIALS AND PARKING PASSES

The Fair Complex will provide credentials and parking passes to volunteers, if deemed necessary and appropriate.

9. VOLUNTEER CODE OF CONDUCT AND DRESS CODE

Volunteers are held to high standards and as such, will conduct and dress themselves according to the **VOLUNTEER CODE OF CONDUCT AND DRESS CODE** (attached).

10. NOTIFICATION

Volunteers will be notified of these policies by receiving a copy of said policies when the volunteer agrees to provide services to the Fair Complex.

Dated this ____ day of _____, 2003.

ATTEST:

Executive Director

Board President

WASHINGTON COUNTY FAIR COMPLEX

VOLUNTEER CODE OF CONDUCT

- I will conduct myself in the discharge of my duties, and in my relations with the public, and other members of the Washington County Fair Complex Office (Fair Complex), in a diplomatic and professional manner, in accordance with the laws of the United States, the State of Oregon, the ordinances of Washington County, and the policies of the Fair Complex.
- I agree to work with the Fair Complex to create an atmosphere of trust between the Fair Complex Board, Fair Complex Office and the community. I will not incite negative feelings about the Fair Complex Board or staff through negative comments or actions, while on or off duty.
- I will be courteous in the performance of my duties. I will not use profane, insolent, or offensive language when conducting business with citizens, Fair Complex Board or staff, or their business partners or vendors. I will, even in the face of great provocation, maintain control of temper and endeavor to foster a professional relationship with the public.
- I understand that as a volunteer I am a member of the public and have no status as an employee of the Fair Complex.
- I will not act beyond the scope of my authority and understand that I may be held personally liable for my actions if I do.
- I will not remove, make copies, divulge, alter, enter false data, or make personal use of any records; reports; letters; documents; audio or video tapes; pictures; files; lists of names, addresses or phone numbers; or any other official business of the Fair Complex. Nor will I utilize any equipment for personal reasons unless authorized by law, or as directed by the Fair Complex staff.
- I will not smoke or use tobacco products when actually engaged in close contact with the public. I will not attend any official event or report for duty with the odor of alcohol on my breath, nor will I consume alcohol while on duty.
- I will not use or illegally possess any controlled substance as defined by Oregon law, except as duly prescribed and necessary for health. I understand my use of a non-prescribed controlled substance or an unauthorized use of a prescribed controlled substance, whether on or off duty, will be cause for dismissal.
- I understand that while on duty, or when acting in an official capacity, or using an official title, or while wearing any Fair Complex identification, I will not solicit funds or otherwise act to influence, interfere with, or affect the results of a candidate's campaign or election, or the passage of any ballot measure.

- I will not authorize use of, or use for the benefit or advantage of any person or organization, the name, emblem, endorsement, services, or property of the Fair Complex without written permission from the Fair Complex.
- I will not accept or seek on my behalf, or for any other person or organization, any financial advantage or gain because of my Fair Complex affiliation.
- I will not make statements or spread rumors in regard to Fair Complex policies, activities, individual Board members, employees or volunteers, or make statements regarding public events, unless specifically authorized to do so by the Fair Complex Executive Director or his designee.
- Any logo, computer program, brochure, or other intellectual property designed for the Fair Complex volunteer program will be considered property wholly owned by the Fair Complex.
- Any physical property donated to the Fair Complex volunteer program will become property of the Fair Complex.
- I understand that I serve solely at the direction of the Fair Complex. The Fair Complex Executive Director or his designee retains the discretion to curtail, postpone, or discontinue my services at any time.

WASHINGTON COUNTY FAIR COMPLEX

VOLUNTEER DRESS CODE

Volunteers should wear clean clothing that is in good repair. Slacks or pants of all types (including khakis and blue jeans) may be worn. Good taste should always be used and in particular, these items, unless otherwise authorized by the Executive Director, may not be worn:

- Shorts or cutoffs where pant legs are shorter than three inches above the knees
- Halter or tube tops
- Mini skirts
- T-shirts or tank tops (polo shirts with collars, sleeveless blouses, and tank tops underneath shirts or blouses are allowed)
- Gang-related attire
- Clothing bearing commercial or sports team logos.
- Clothing depicting sexual acts or nude body parts, alcohol, tobacco, or other drugs.
- Clothing with offensive language or symbols.
- Clothing that exposes cleavage or an undue amount of flesh on the back, chest, thigh, or mid-section.
- See-through or tight-fitting clothing
- If form-fitting pants are worn, a loose top, with the torso length to the fingertip must be worn over them.

Please remember that you are representing the Fair Complex and the government of Washington County. Our guests and constituents represent a wide range of cultures. While we want you to be comfortable, a somewhat conservative approach in dress should offend no one. Choose hairstyles, makeup, and jewelry accordingly.

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 105

Fair Board Retreat Policy

RECITALS

- a. WHEREAS, the Washington County Fair Board is vested with the authority from the Washington County Board of Commissioners to administer the affairs and set policy for the Washington County Fair Complex; and
- b. WHEREAS, the Washington County Fair Board believes that it will benefit the Fair Complex to establish policy regarding hold an annual Board Retreat;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Washington County Fair Board shall schedule and hold an annual Board Retreat for the purpose of discussing matters relative to the Washington County Fair Complex, including, but not limited to:
 - a. Assessing the effectiveness of the Board;
 - b. Addressing the organization's short-term and long-term goals and objectives;
 - c. Reviewing the organization's current financial condition;
 - d. Reviewing Board Policies;
 - e. Reviewing the organization's plans for continued re-development; and
 - f. Revising the organization's mission statement, if necessary.
2. Unless determined by a majority vote of the Board, the Board Retreat will be held in the month of November at a time and location determined by the Board President.
3. The date of the Board Retreat will be determined no later than the October Regular Board Meeting.
4. The Board Retreat will use the services of a facilitator selected by the Board President.
5. Attendance at the Board Retreat will include the Washington County Fair Complex Executive Director, and may include chairs of advisory and volunteer committees such as the Rodeo Committee and Fair Boosters.

Dated this ____ day of _____, 2003.

ATTEST:

Executive Director

Board President

County of Washington

Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
donh@faircomplex.com
www.faircomplex.com

FAX MEMORANDUM

Date: January 30, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: Write Off of Uncashed Checks

At the January Board meeting, approval was received to write off uncashed checks from 1999 and 2000. Shortly after that approval, the County informed us that such checks should be considered abandoned property and turned over to the County for disposition. In addition, we have subsequently been advised that some of the checks may have remained uncashed intentionally so that the Fair Complex could revert the funds to ongoing operations.

Based upon this new information, staff requests that the Board allow staff to contact some of the larger check holders to determine their intent. At such time, we will turnover the remaining amount of uncashed checks to the County for proper handling.

As an aside, our intent to provide cash premiums at the 2003 County Fair & Rodeo should diminish the extent of this problem in the future.

NEW BUSINESS

WASHINGTON COUNTY FAIR BOARD

Policy Resolution 401

Establishment and Operation of Rodeo Committee

RECITALS

- A. WHEREAS, the Washington County Fair & Rodeo has, for many years, relied on the production of a professional quality rodeo as part of its offering to the public; and
- B. WHEREAS, the Fair Board desires that the rodeo operation be conducted by those members of the community with a specific interest in rodeo;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. The Washington County Fair Board shall annually appoint seven Directors to direct the activities of a group to be called the Washington County Rodeo Committee.
- 2. The purpose of the Rodeo Committee shall be to produce and manage a four-day rodeo each year for the Fair.
- 3. The Washington County Fair Board shall appoint such Committee members as in its discretion it believes would benefit the Rodeo and the Fair generally, but shall solicit recommendations from the existing Rodeo Committee prior to any such appointment.
- 4. The appointment of Rodeo Committee members shall be made annually at the January meeting of the Washington County Fair Board, and to serve until their successors have been appointed.
- 5. The Rodeo Committee shall follow the following operating procedures in carrying out the responsibilities established hereunder:
 - a. Provide to the Fair Board on or before the first fair board meeting of each calendar year a budget for the upcoming year rodeo.
 - b. Be responsible for the selection and oversight of the annual Rodeo and Fair Queen, who shall also serve as an ambassador for the County Fair
 - c. Solicit and collect sponsorship dollars equal to at least 30% of the proposed rodeo budget, not including title and presenting sponsors.
 - d. Seek pre-approval of all expenditure in excess of \$50 through the use of a purchase order or other appropriate documentation as may be established by the Fair staff.
 - e. Respond in a timely fashion to all requests of the Board for information regarding Rodeo operations.

6. The members of the Rodeo Committee shall be entitled to the following benefits in recognition of their service:
 - a. Free admission to the County Fair & Rodeo for all Committee members and associate members and volunteers according to the rules developed by the Rodeo Committee.
 - b. Payment for expenses not to exceed the budgeted allocation to be used among all members of the Rodeo Committee for attendance at the National Rodeo Finals and Conference held annually in Las Vegas, Nevada.
7. The Rodeo Committee shall be authorized to conduct independent fundraisers for purposes consistent with this Resolution, provide, however, that any fundraiser or fundraising activity shall be subject to prior written approval of the Fair Board and Fair staff. All such funds shall be deposited into the Fair accounts to be credited against a budget line item.

Adopted this ____ day of _____, _____.

ATTEST:

Executive Director

Board President

County of Washington

Washington County Fair Complex
873 NE 34th Avenue
Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
donh@faircomplex.com
www.faircomplex.com

FAX MEMORANDUM

Date: January 30, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: Board Skills Assessment Worksheet

Find attached a Board Skills Assessment Worksheet that should be completed and brought to the February Board Meeting.

There is an extra copy in the Board packet.

Attachment

Washington County Fair Complex
Board Skills Assessment Worksheet
February 2003

KNOWLEDGE OF:

Accounting and Financial Management
Fundraising
Organizational Management
Nonprofit Management
Volunteer Management
Publications
Marketing and Public Relations
Visionary
Computer and Web Site Design
Event Planning
Legal and Estate Planning

	Christy	Vial	Leahy	Day	Willhoite

INFLUENCE WITH:

Business Community
Media
Government Agencies
Foundations
Conservation Groups
Recreation Groups
Faith Community
Youth Groups

(Place a "X" in each box that applies)

County of Washington

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FAX MEMORANDUM

Date: January 30, 2003

To: Board Members
Washington County Fair Board

From: Don G. Hillman, Executive Director
Washington County Fair Complex

Re: Post-Fair Event (Fright Night Light Show)

Consistent with the goal of generating more off-season revenues, the Fair Complex has the opportunity to be one of ten facilities/cities in the United States to produce the first Halloween Fright Night Light Show. This special 'walk thru' light show would be featured on 17 nights during October (weekends plus the final week of Halloween) exploiting the Halloween holidays, the second most popular retail season.

The light show would feature up to fifteen separate light sets featuring such scenes as flying bats and witches, the headless horseman, leaping goblins, spiders and crawling hands just to mention a few. The light show path/route would begin at the main entrance and staged along the asphalt walkway within the interior of the Fair Complex. Using this area will not affect rental activities in the Main Exhibit Hall or Cloverleaf Building.

The light show should easily attract a high-profile charity to help drive attendance and marketing efforts. Our location adjacent to the MAX light rail station should help attract crowds in the greater Portland Metropolitan area. Media partners are being contacted regarding their involvement as well as a presenting sponsor and up to ten founding sponsors. For at least the inaugural year, the Fair Complex will be the title sponsor.

The individual light pieces will cost upwards of \$125,000. The cost of advertising, marketing, promotions, set-up, utilities, additional staffing, etc. will cost an additional \$25,000 per season. Being sensitive to the Complex's fiscal well-being, staff will present an event pro-forma at the February Board meeting outlining financing options plus revenue projections intended to reduce the overall fiscal risk to the Complex.

ANNOUNCEMENTS

Calendar of Events
February 2003 - May 2003

Date	Event	Location
<i>February</i>		
4	Rodeo Committee Meeting	Floral Building (7:00 PM)
4	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
5	Board Meeting	Floral Building (4:30 PM)
5	Booster Meeting	Board Room (7:00 PM)
17	Presidents Day	Office Closed
<i>March</i>		
4	Rodeo Committee Meeting	Floral Building (7:00 PM)
4	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
5	Board Meeting	Floral Building (4:30 PM)
5	Booster Meeting	Board Room (7:00 PM)
25-28	IAFE Zone Meeting	White Fish, Montana
<i>April</i>		
1	Rodeo Committee Meeting	Floral Building (7:00 PM)
1	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
2	Board Meeting	Floral Building (4:30 PM)
2	Booster Meeting	Board Room (7:00 PM)
25-26	OFA Spring Managers Meeting	Linn County Fairgrounds
<i>May</i>		
2-5	IAFE Spring Management Conference	Williamsburg, VA
6	Rodeo Committee Meeting	Floral Building (7:00 PM)
6	Rodeo Associate Member Meeting	Floral Building (7:30 PM)
7	Board Meeting	Floral Building (4:30 PM)
7	Booster Meeting	Board Room (7:00 PM)
26	Memorial Day	Office Closed
31	Starlight Parade	Portland, OR

CORRESPONDENCE

ORAL COMMUNICATIONS

OTHER MATTERS OF INFORMATION